



Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

JOB TITLE: Intelligence Analyst

OPENING DATE: May 22, 2015 CLOSING DATE: June 4, 2015

SALARY: PG 13 \$42,236

CLASS CODE: L26101

Location: Kent County, DSP Headquarters

Summary Statement: Analysts assigned to the Delaware State Police Criminal Intelligence Section will participate in the collection, correlation, review, analysis, and dissemination of a large volume of information. This job function will serve as the core of the Delaware Information & Analysis Center (DIAC) and may include shift work and weekend duties. The agencies and organizations that will be served will be on the local, state, and federal level. The information analyzed will range from that which is readily available to that which is highly-classified, therefore, eligibility for a government-issued security clearance will be a necessity.

Minimum Qualifications: Bachelor's Degree from accredited college or university or equivalent of 120 college credits in related field.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "**not qualified.**"

Please include a description of your training, education and experience as it relates to the summary statement for this job posting at the end of the minimum qualification page of the application.

PRINCIPLE ACCOUNTABILITIES

- Collects, organizes, and analyzes a large amount of information and criminal intelligence and extracts significant facts
- Determines suspicious or potential criminal activity and/or associations
- Identifies leads for possible follow-up by investigations
- Conducts link analysis, discovering connections through analysis
- Prepares computerized charts, graphs, tables, maps, and other visual aids
- Conducts telephone toll analysis
- Performs spreadsheet analysis
- Conducts research on criminals and suspected criminals to aid in investigations
- Prepares crime analysis and crime mapping
- Attends intra/inter-agency meetings and conferences to share information

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency and demonstrated skills in Microsoft Word.
- Proficiency and demonstrated skills in Microsoft Excel.
- Proficiency and demonstrated skills in Microsoft Access.
- Proficiency and demonstrated skills in Microsoft PowerPoint.
- Excellent demonstrated skills in internet navigation.
- The ability to prepare graphs, charts, tables, maps, and other illustrative devices from collected data or visual presentations
- The ability to effectively communicate, both in oral and written form.
- Ability to gain cooperation and work in conjunction with personnel from allied agencies.
- Ability to understand and follow directives, instructions, and standard operating procedures.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency and demonstrated skills of current and popular analytic software products
- Proficiency and demonstrated skills in current crime analysis software and presentation techniques
- Specific intelligence analyst training from law enforcement or an accredited organization such as the Drug Enforcement Administration (DEA) or International Association of Law Enforcement Intelligence Analysts (IALEA)
- Knowledge federal regulations regarding the collection and dissemination of intelligence information (28 CFR, part 23)

Security Clearance:

All DSP Intelligence Analysts will possess a security clearance granted by the United States government.

Probationary Period:

All DSP Intelligence Analysts will be on a probationary period for a period of one year.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment. Applicants must be legally authorized to work in the United States. A satisfactory criminal background check is required as a condition of employment. Union Covered Positions - A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://www.delawarestatejobs.com/benefits/index.shtml>

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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